

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [last working day, typically two weeks from the date above]. I have appreciated the opportunities for personal and professional growth during my time here. I am grateful for the support and guidance I have received from you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in training my replacement.

Thank you once again for the opportunities I've had at [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]